Executive Office on Early Learning (EOEL)

Prekindergarten Program

# Application Packet
## for School Year 2016-2017

- Application

- Eligibility Requirements and Application Information

- Application Checklist for Parents/Guardians

*As space is limited, it is recommended that families submit the completed application and all required documents as soon as possible. Incomplete applications or those with missing documents will be returned and must be re-submitted in their entirety.*

*For applications received by April 29, 2016: Children applying to their home school (who live within the geographic boundaries of that school) are enrolled in the order in which completed applications and all required documents were received by the school. If space is still available, non-home school students are then enrolled in the order in which completed applications and all required documents were received by the school.*

*Read "Eligibility Requirements and Application Information" to find out about the program's eligibility requirements, application requirements, and acceptance and enrollment process.*

# Executive Office on Early Learning
# Prekindergarten Application
# School Year 2016 – 2017

| FOR SCHOOL USE | |
|---|---|
| School's Initial Receipt of Application | Completed Application & Required Documents Reviewed/Received |
| Date _____ | Date |
| Time _____ | Time |

_____ Return application

_____ Parent/Guardian contacted

| Home School | Waitlist # |
|---|---|
| Yes    No | |

Please submit your application with the following documents to the school:

☐ Birth certificate, passport, visa.

☐ Previous year's Income Tax Return, proof of current Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI) eligibility or evidence of foster care.

☐ Proof of residency if the school applying to is your home school.

- ***Age Requirement: Children must be age four on or before July 31 of the current school year.***
  *For school year 2016 -2017, children born August 1, 2011 - July 31, 2012 are eligible.*
- *Application to be completed by student's parent/legal guardian and submitted to the school.*
- *Please attach a self-addressed, stamped envelope for each application.*

**School Applying To**

| Student's Legal Name | Birth Date | Gender (Circle) Male    Female |
|---|---|---|

| Residential Address | City | Zip Code |
|---|---|---|

| Mailing Address | City | Zip Code |
|---|---|---|

| Parent/Legal Guardian 1 Name ☐Mr. ☐Mrs. ☐Ms. | Home Phone | Cell Phone | Business Phone |
|---|---|---|---|

Email

| Parent/Legal Guardian 2 Name ☐Mr. ☐Mrs. ☐Ms. | Home Phone | Cell Phone | Business Phone |
|---|---|---|---|

Email

| Parent/Legal Guardian Signature | Date |
|---|---|

| FOR SCHOOL USE | | | FOR EOEL USE | |
|---|---|---|---|---|
| Required Documents submitted: ____ Birth Certificate, Passport, or Visa ____ Financial Document(s) *Note: Do not forward to EOEL without required documents and approval/non-approval for age.* | Eligibility: Age Requirement | If not approved: | Eligibility: Income Requirement | Date Received |
| | Approved | Under age | Approved | Notes |
| | Not Approved | Over age | Not Approved Exceeds FPG | |
| Reviewer's Name          Date | | | Reviewer's Name          Date | |

School sends the following to EOEL: 1) copy of application, 2) age verification document, and 3) financial document(s).

Revised 01/16

Executive Office on Early Learning (EOEL) Prekindergarten Program
School Year 2016-2017
## Eligibility Requirements and Application Information

Thank you for your interest in the EOEL Prekindergarten Program.  Please read the following information to find out about the program's eligibility requirements, application requirements, and acceptance and enrollment process.

Eligibility Requirements:  Is my child eligible for this program?
To be eligible for this program, the following requirements must be met:

1.  Children must be age four on or before July 31 of the current school year.
    - For school year 2016-2017, children born August 1, 2011 - July 31, 2012 are eligible.
2.  Families earn 250% or less of the federal poverty guideline.  Please refer to the chart below.

| Family Size | 250% Monthly Gross Income | 250% Yearly Gross Income |
|:---:|:---:|:---:|
| 2 | 3,840 | 46,075 |
| 3 | 4,831 | 57,975 |
| 4 | 5,823 | 69,875 |
| 5 | 6,815 | 81,775 |
| 6 | 7,806 | 93,675 |
| 7 | 8,798 | 105,575 |
| 8 | 9,794 | 117,525 |

Application Submission:  When can applications be submitted?
Applications and required documents can be submitted from March 1 for the upcoming 2016-2017 school year.  Please note that applications must be submitted in their entirety to be considered for eligibility.  Incomplete applications will be returned and must be re-submitted in their entirety.

Selection Process:  How will students be selected?
Once a child is found to be eligible for the EOEL Prekindergarten Program, selection for the program is determined by the order in which complete packets (applications and all required documents) were received.  For complete packets received from March 1 to April 29, priority is given to those applying to their *home schools*.  A home school is the school your child would attend based on the geographic location of your residence.

Each prekindergarten class is limited to 20 students.  As space is limited, it is recommended that families submit the completed application and required documents as soon as possible.

Submitting Application:  Which school will I submit the application and required documents to?
If your child meets the age requirement and your family income meets the established requirements, complete and submit the attached application along with the required documents *to the school you would like your child to attend (see the attached chart).*

A geographic exception is not required for the EOEL Prekindergarten Program.  However, priority is given to children who are applying to their *home schools*.  These are the children who live within the geographic boundaries of the school.  Contact the nearest school to find out whether your family resides in the school's *home school* area.

Completed Application and Required Documents:  What do I need to submit to the school?
A completed application includes the documents listed below.  Please verify that all documents have been included with your submission.  An application will not be accepted without all the required documents.  (Please also attach a self-addressed, stamped envelope for each application.)

1. Copy of an age-verifying document
   - Birth certificate, passport, visa
2. One of the income verification documents listed below
   - Previous year's Income Tax Return
   - Proof of <u>current</u> Temporary Assistance for Needy Families (TANF)
   - Supplemental Security Income (SSI) eligibility
   - Evidence of foster care
3. Proof of residency if you are applying to your home school.  Please contact the school to find out if you reside in the home school area and what documents are accepted for proof of residency.

Acceptance & Enrollment:  How are children accepted into the program?
Acceptance into the program is determined as follows:

1. Age and financial eligibility requirements are met.

2. <u>For applications received by April 29, 2016</u>:  Children applying to their *home school* (who live within the geographic boundaries of that school) are enrolled in the order in which completed applications and all required documents were received by the school.  If space is still available, non-home school students are then enrolled in the order in which completed applications and all required documents were received by the school.

   Schools will send letters of acceptance to parents/guardians.  The letters will instruct parents/guardians to enroll their child at the school office.  Required school enrollment forms must be completed and submitted prior to the child's first day of attendance.

3. <u>For applications received after April 29, 2016</u>: Available spaces are filled solely based on the order in which completed applications and all required documents were received by the school. In other words, there is no priority given to children applying to home schools. Schools will send letters of acceptance to parents/guardians as applicable. The letters will instruct parents/guardians to enroll their child at the school office. Required school enrollment forms must be completed and submitted prior to the child's first day of attendance.

4. Once spaces are filled, the remaining applicants will be placed on a school managed waitlist in the order they were received. Schools will send letters to parent/guardians notifying them of waitlist status.

| Executive Office On Early Learning (EOEL) Prekindergarten Program DOE Schools School Year 2016 - 2017 | | | |
|---|---|---|---|
| **Island** | **School** | **Phone** | **Principal** |
| Hawai'i | Kea'au | 982-4210 | Shane Saiki |
| | Keonepoko | 965-2131 | Kasey Eisenhour |
| | Mt. View | 968-2300 | Jamil Ahmadia |
| | Na'alehu | 939-2413 | Darlene Javar |
| | Pāhala | 928-2088 | Sharon Beck |
| | Pāhoa | 313-4400 | Michelle Payne Arakaki |
| | Honoka'a | 775-8820 | Rory Souza |
| | Ho'okena | 328-2710 | Nancy Jadallah |
| | Konawaena | 323-4555 | Claire Yoshida |
| Maui | Hana | 248-4815 | Rick Paul |
| Moloka'i | Kaunakakai | 553-1730 | Janice Espiritu |
| Lāna'i | Lāna'i | 565-7900 | Elton Kinoshita |
| O'ahu | Keolu | 266-7818 | Gay Kong |
| | Linapuni | 305-2150 | Cindy Sunahara |
| | Nānākuli | 668-5813 | Lisa Ann Higa |
| | Waiāhole | 239-3111 | Alexandra Obra |
| | Waialua | 637-8228 | Scott Moore |
| Kaua'i | 'Ele'ele | 335-2111 | Paul Zina |
| | Kekaha | 337-7655 | Jean Morris |

Executive Office on Early Learning (EOEL) Prekindergarten Program
Applying for the 2016-2017 School Year
## Application Checklist for Parents/Guardians

———— Find out how to apply.

> Obtain a copy of the Application Packet from any one of the prekindergarten program schools. Or download an application from earlylearning.hawaii.gov or www.hawaiipublicschools.org (search for Early Learning).

———— Find out if you are applying to your home school or not.

> Contact the school to find out if you reside in the home school area (within the geographic boundaries of the school). If you do, ask what documents are accepted for proof of residency. Make copy of the document(s).

———— Make a copy of one of the age verification documents listed below:

- o Birth certificate
- o Passport
- o Visa

———— Make a copy of one of the income verification documents listed below:

- o Previous year's Income Tax Return
- o Proof of current Temporary Assistance for Needy Families (TANF)
- o Supplemental Security Income (SSI) eligibility
- o Evidence of foster care

———— Complete the application.

> Obtain a copy from any one of the prekindergarten program schools. Or download an application from earlylearning.hawaii.gov or www.hawaiipublicschools.org (search for Early Learning).

———— Submit a complete packet (which includes a completed application and copies of all required documents), to your Prekindergarten Program school. Wait for notification by mail regarding your child's eligibility for the program.

Please make sure all requirements are met prior to submitting your packet.
Incomplete packets will be returned and must be re-submitted in their entirety.